

# UNIFORM APPLICATION FOR ACCREDITATION OF CONTINUING LEGAL EDUCATION ACTIVITY

To the State of: \_\_\_\_\_

1. Name and address of organization providing or sponsoring the activity (not the name of person applying):

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2. Phone and fax numbers of provider/sponsor:

(\_\_\_\_) \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ FAX

3. Title of the educational activity: \_\_\_\_\_

4. Date(s) and location(s): \_\_\_\_\_

5. Registration fee: \_\_\_\_\_

6. Writing surface available? ☐ Yes ☐ No

7. Method(s) of presentation:

- ☐ faculty in room with participants  
☐ satellite/microwave  
☐ videotape presentation

- ☐ telephone to broadcast site  
☐ audiotape presentation

}

☐ discussion leader present

8. Advertised to: ☐ Lawyers ☐ Others --- specify: \_\_\_\_\_

9. List any admission restrictions: \_\_\_\_\_

10. "In-house activity" requirements (see local rules to determine applicability):

- ☐ open/publicized to outside lawyers ☐ outsiders are \_\_\_\_\_% of faculty

11. Method of evaluation: ☐ participant critique ☐ independent evaluator

☐ none ☐ other \_\_\_\_\_

12. Description of materials to be distributed: total pages \_\_\_\_\_ ☐ looseleaf ☐ bound

When are materials distributed? ☐ before program ☐ at program ☐ other \_\_\_\_\_

13. REQUIRED ATTACHMENTS to this application:

- ☐ brochure or course outline/schedule and course description  
☐ table of contents or equivalent  
☐ faculty name(s) and credentials (if not in brochure or description)  
☐ complete set of materials (only if requested)

14. Total **minutes** of instruction, not including breaks, meals, or introductions:

General \_\_\_\_\_

Enhanced Ethics \_\_\_\_\_

Total \_\_\_\_\_

15. Approval by other states: Granted by \_\_\_\_\_  
Denied by (give reasons) \_\_\_\_\_

16. Fee attached (where applicable).

**SPONSOR'S OBLIGATIONS:** Sponsor acknowledges and agrees to comply with all applicable local rules and regulations listed on the back side of this form.

\_\_\_\_\_  
Name of Person applying (type or print) Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Course no. \_\_\_\_\_

## NOTICE OF DECISION

(To be completed by the state accreditation office and returned to the applicant.)

The following action has been taken on this application:

☐ APPROVED for \_\_\_\_\_ total CLE credits, including \_\_\_\_\_ Enhanced Ethics credits

☐ ACCREDITATION DENIED. Reference \_\_\_\_\_

☐ RETURNED for more information. Please complete each item on this form indicated by the number(s) circled below:  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

☐ REFERRED to CLE regulatory meeting on \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Please see attached materials.

Date \_\_\_\_\_ CLE Staff \_\_\_\_\_

## DELAWARE CLE PROGRAM REQUIREMENTS

The following standards shall be met for any program for which credit or approval is sought:

- A. It shall have significant intellectual or practical content.
- B. It shall deal primarily with matters directly related to the practice of law, the exercise of judicial responsibility, professional responsibility, or the ethical obligations of lawyers or judges.
- C. It shall be presented by a person or persons qualified by practical or academic experience to present the subject. Legal subjects should normally be presented by lawyers.
- D. High quality written materials should be distributed to all participants at or before the time the program is offered.
- E. It shall be presented in a suitable classroom or laboratory setting devoted to the educational activity or program. Writing surfaces are usually required. Generally, credit will not be given for mealtime or after-dinner type speeches.
- F. "Enhanced Ethics" includes both legal and judicial ethics, which is a set of rules that lawyers and judges must obey, with sanctions for failure, and professionalism, which is a broader concept embodying an attitude and a dedication to civility, skill, businesslike practices and a focus on service, and encompassing obligations to other attorneys, obligations toward legal institutions, and obligations to the public whose interests lawyers must serve. Credit for Enhanced Ethics is awarded for programs or portions of programs clearly designated as providing instruction in these topics. Credit for Enhanced Ethics may also be awarded when a provider confirms that these issues are addressed generally within a substantive topic or throughout a program; however, the provider must attach certification thereto and the attorney must attend the entire program to receive the Enhanced Ethics credit in this situation.

Failure to adhere to these guidelines is grounds for disapproval of an activity. Providers agree to keep attendance records of each sponsored activity on file for a minimum of **3 years**, copies of which must be submitted to the Commission within 45 days after the last day of the activity, in the format required by CLE Rule 5(B)(1). Providers must also provide each participant with an attendance certificate which meets the requirement of CLE Rule 5(B)(4).

### GUIDELINES FOR CALCULATING CREDIT

1. A "credit hour" means an hour by the clock which is not less than 60 minutes in duration.
2. The following may **NOT** be counted for credit:
  - a. coffee breaks
  - b. introductory remarks
  - c. keynote/mealtimes speeches
  - d. business meetings
3. Hours of credit shall be determined by the following formula:

Total instructional minutes, deleting the above;	Divided by 60 minutes =	Hours of CLE credits
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4. The hours of credit merely reflect a maximum that may be earned through attendance. Only actual attendance by the lawyer earns credit. Parts of hours should be rounded to the nearest 1/10 credit.

*I have read and I understand these terms.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Person Applying (Type or Print)

\_\_\_\_\_  
Date